



Employment & Independence

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Client Service Memorandum 2012-03

TO: All DRS VR Counselors
FROM: Aaron Thompson, Field Service Director
SUBJECT: Homemaker Closure Policy and Guidance
Date Issued: 04/25/2012
Effective Date: 04/25/2012

Purpose: To provide VR counselors with criteria and guidance in determining what constitutes a valid homemaker closure.

POLICY

Definition: Homemaker is a viable vocational goal for any client, man or woman, depending upon individual needs and circumstances. For homemaker to be considered as an acceptable employment outcome work activities must be performed by the individual and there must have been benefits derived from VR services which improve the client's ability to function in these tasks.

Homemaker Closure Criteria: To achieve a successful employment outcome as a homemaker, an individual must satisfy all of the following criteria:

1. DRS has provided a substantial vocational rehabilitation service,
2. This service contributed significantly to the client's vocational adjustment, and
3. The client has the capacity for competitive employment, but is choosing homemaker as an occupation due to individual circumstances.

In addition to the criteria listed above, one of the following must be met:

1. Performance of significant homemaker activities enable another household member to be the primary wage earner, or
2. Performance of significant homemaker activities enables the client to remain in the home and live independently, or
3. The client acts as the primary caregiver for another member of the household and bears the responsibilities for the majority of homemaker activities.

GUIDANCE

Homemaker Activities and Functions: It is best practice that a client with the vocational goal of Homemaker should regularly perform at least three of the four core homemaker activities and functions:

1. **Financial Management:** primary responsibility for writing checks, balancing checkbook, developing and maintaining a budget, banking, record keeping and paying bills.
2. **Meal Management:** primary responsibility for planning and preparing meals for self or self and others.
3. **Home Management:** primary responsibility for cleaning and maintaining the household including but not limited to: minor household repairs, interior home cleaning, exterior home maintenance, laundry, preparation of shopping lists, medication identification and organization.
4. **Family Care:** primary responsibility for a dependent child(ren) or incapacitated adult.



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Homemaking vs. Self-Care: Individuals living alone may be considered homemakers. However, it is critical for the VR Counselor to differentiate between self-care and home maker activities. Examples of self-care activities of daily living which, while being essential for an individual to learn, do not constitute the responsibilities of a homemaker.

- Grooming Skills: personal hygiene, care of hair, make-up, shaving and care of clothing.
- Social Skills: eating techniques, table manners and posture
- Communication Skills: using a telephone, email and handwriting
- Mobility Skills

Homemaker vs. Unpaid Family Worker: It is important to distinguish between the classification of homemaker and unpaid family worker. Rather than focusing on activities related to maintaining a household, an unpaid family worker is an individual who performs one or more specific tasks for no actual cash payments on a family farm or business.

Client Record Documentation: When the vocational goal has been changed to Homemaker it is important for the VR counselor to provide clear justification as to why the goal of homemaker is more appropriate at this time.

- Document informed choice and the client's participation in changing the vocational goal.
- Identify and document specific functional limitations with regard to performing the activities of a homemaker.
- Document how the client has benefited from his or her ability to perform homemaker activities due to services provided by DRS.
- As appropriate, document the need for additional services to improve the client's ability to perform homemaker activities.

Amendment of Vocational Goal and IPE: Homemaker is never the original goal of an IPE, but can become the goal by amending if the client chooses it as the new goal and the client's situation warrant it. It is the expectation of DRS that all IPEs amended to the vocational goal of Homemaker (SOC Code 599999) are signed by the client and counselor prior to closure.

Client Record Closure: A homemaker closure should not be sought for the sole purpose of obtaining a Successful Client Outcome (Status 26) for clients who are simply not interested in participating in DRS Services. There has to be a clear rational and justification that homemaker activities are the primary reason why the client is not able to continue working towards a competitive employment outcome. The client record should be closed Unsuccessful (Status 28) if the provision of VR services has had no effect on the client's ability to perform homemaker activities or if the client's homemaker activities are not making a significant contribution to the household.

9-11 Coding and Closure Letters: When completing the 9-11 Closure Screen in the IRIS Client Record System, the wage for a Homemaker must be listed as \$0.00. This should also be reflected on the 90-Day and 0-Day Closure Letters.